

Report for Week Ending 19 December 1956
from
RECORDS DISPOSITION BRANCH
25X1A9a

Project 6-70 - Cable Secretariat [REDACTED]

25X1A9a Records for the Office have been incorporated into a draft schedule which consists of 20 items or record series covering a total volume of 177.4 cubic feet. Approximately 19% of this volume has been scheduled as having permanent record volume. The major portion of these permanent records consists of copies of cables selected and forwarded to the DCI for his personal attention. The schedule will be submitted to Mr. [REDACTED] Assistant Cable Secretariat, today for review and comment. Project is 60% complete. 25X1A9a

Project 6-40 - Office of Central Reference [REDACTED]

25X1A9a Assisted the Biographic Register in retiring 150,000 IBM cards to the Records Center. An additional 40,000 cards were destroyed. We have emptied 8 10-dr. IBM safes to date and have over 300,000 additional cards to retire to the Records Center. In addition, an estimate of 50 cubic feet of other records may be retired. The inventory phase has been completed in Acquisition Branch of the Library and Records Control Schedules and being drafted to cover their records. On 13 December 1956 Mr. [REDACTED] met with Mr. [REDACTED] Executive Officer, OCR, and Mr. [REDACTED] Area Records Officer, OCR to discuss the status of the Records Disposition Program in OCR. 25X1A9a

Project 6-62 - Special Register [REDACTED]

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No change from previous report. The remainder of the time allotted for this project will be used after the first of the year in getting the 1957 files established and for training purposes. Project is 80% complete.

General Information

25X1A9a Was informed by the ARO/OL that the Records Control Schedule for that Office would probably be submitted to Mr. Garrison, Chief, Office of Logistics, during the coming week. 25X1A9a

Mr. [REDACTED] met with Mr. [REDACTED] Records Officer, OCI, and made arrangements to install the Agency file system in the files of the Support Staff. 25X1A9a

Discussed with Mr. [REDACTED], OP records officer the feasibility of transferring annual accumulations of personnel folders to the Records Center under individual job numbers rather than a continuing one. He agreed to the proposal. This will eliminate interfiling and increase effectiveness of disposal standards established for these files.

Received memos from ORR Records Officer requesting changes to the Records Control Schedule. Changes were approved and the Records Center was furnished copies of replies to make appropriate changes to their copy of the schedule.

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